



# Keynote

## Tips & Tricks

### *Creating a Slideshow*

- You can set up your slideshow to start as soon as you open the file. Open the Document Inspector and select “Automatically play upon open.” To stop the show and switch to the editing view, press the Escape key, Q, or period [.]
- While presenting a narrated slideshow, make sure you choose Recorded as the presentation type. Otherwise, your narration will not be heard after you press the Play button.
- If you are creating a slideshow with “back” and “forward” buttons in each slide, it will be easier to add them to your master slides. Use Keynote shapes for your buttons and add hyperlinks: Hyperlink Inspector -> Link To -> Slide -> Next slide/Previous slide.
- If you want to keep your Keynote presentation notes, you don't have to add bullet points to the slides. Choose View -> Show Presenter Notes, and Keynote will open a window below the slide canvas where you can keep reminders about what to say during each part of your presentation.
- Divide your presentation slides into groups for more convenience. In the Navigator pane, press the Tab key to indent a slide; this way, it becomes a child of the previous slide in a way that is similar to a bullet-point below a statement in a text document. If you indent a slide that has children, they always move along, retaining their original indentation beneath the parent slide. This grouping is seen only in the Navigator view and has no effect on the slide presentation.
- If a Keynote slideshow includes an audio soundtrack, the QuickTime movie will continue playing until the audio finishes. If your slideshow is significantly shorter than the soundtrack, consider choosing a shorter audio file to accompany it.
- GarageBand loops make a very convenient soundtrack for Keynote presentations because they are designed with a seamless transition between the loops.
- If you ever need to access an element from a Keynote presentation but do not have the original file in your hard drive, you can borrow it from the presentation. Control-click on the saved Keynote document and select Show Package Contents from the menu. The folder contains all the elements of the presentation.



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### *Slide Layout*

- To change paper size and orientation settings in Keynote, open the Print dialog box, choose the Keynote pop-up menu, and select Page Attributes.
- To select all objects in a Keynote slide, click the canvas and then select Edit -> Select All or press Command-A.
- Free text boxes in Keynote always start as regular text. If you want to add bullets or numbering, select Text Inspector -> Bullets pane.
- If you add a free text box to a master Keynote slide, it becomes a part of the slide background and displays on every slide created from that master as text that you cannot edit. You may want to use it to contain company info, copyright information, or other information that should be included on every slide.
- If you want a really heavy shadow effect on your Keynote text, select the text box and apply a shadow. Then, double-click the text box for editing the text, select the text, and apply a shadow again. This double trick results in a thick, impressive shadow. Besides, you can make one of the shadows a different color and/or change its angle for further customization.
- You can draw a shape directly in your Keynote presentation by holding down the Option key while selecting a shape. Release the Option key and click in the slide canvas where you want one corner of your shape to appear. Then drag the cursor to the opposite corner.
- Have a folder of photos and want to make a Keynote presentation with one photo per slide? Simply open the folder in the Finder, select them all, and drag the whole pack onto the slide list on the left hand side of the Keynote window. All your photos will be automatically imported and split into separate slides.
- Keynote features slides designed to be used with photos that include a special transparent area called an “alpha-channel graphic.” When you place your image on one of these slides, the background frames your image. If you create an alpha-channel graphic with a graphics program, e.g. Adobe Photoshop, just save the file as a TIFF file, and then select the Save Transparency option. When you place the graphic in a Keynote slide, the alpha-channel properties are retained.



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- You can automatically reduce the size of large images to fit on your Keynote slides. From the Keynote menu, choose Preferences, and then select the “Reduce placed images to fit on slides” option. Note that Keynote literally resizes your images and saves the new version inside the file.
- In Keynote, you can use shapes to mask your images similar to a layer mask in Photoshop. Create a shape, and drag an image onto the shape using the Media Browser. Edit Mask function allows the user to scale and otherwise change the mask.
- In Keynote, you can frame a QuickTime movie with an alpha-channel graphic (a special transparent area). Just place the movie on a slide with a photo-framing background, and then click the Back button to move it behind the Keynote background. The movie will blend nicely with the background.
- When you select a chart pasted from Numbers, Keynote shows a pointer arrow with a Refresh button. Clicking Refresh updates the chart with the latest version of data from the original Numbers spreadsheet.
- In Keynote, you can change the chart fills from default to other available colors or patterns using the Chart Colors palette, which can be opened from the Chart Inspector. It contains a color/texture selector that includes 3D patterns, 2D images, and 2D color fills. Another way to do it is to drag and drop your own designs onto the bars of your chart.

### *Animations*

- If you are creating animations or otherwise handling multiple Inspector palettes in Keynote, you may want to have separate Inspector windows for each of them. Press Option and click on the Inspector palette to have another window appear. Repeat until you have enough Inspector windows for your project.
- The Slide Inspector’s Transition tab allows you to add a visual transition between two consecutive slides. Choose an effect from the pop-up menu, and Keynote will show a preview. Adjust other details in Duration, Direction, and Start Transition pop-up menus. To have a transition before the first slide of the presentation, you will need a blank slide at the beginning of the show with a transition into the first “real” slide.



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- When you flip or rotate an object that contains text, the text moves along with the object. If you want to reset the text to the standard left-to-right direction, select Format -> Shape -> Reset Text and Object Handles.
- Make several objects in Keynote into a single object by grouping them. Select all of the objects, choose Arrange -> Group, and create a build for the whole group.
- Some Keynote text effects allow you to choose the method of applying the effect: letter by letter, word by word, etc. These effects include Dissolve, Flip, Move Out, Pop, and Scale. To choose one of them, select it from the pop-up menu to the right of the Build Inspector's Effect pop-up menu.
- To cycle through a set of photos on a single Keynote slide, use the Smart Build method. Go to Insert -> Smart Build and select an effect. The Smart Build editor window appears and displays the included images as thumbnails. Add new pictures by dragging them into the editor window, or rearrange their order by dragging the thumbnails around.
- To keep a Keynote object's motion path and ghost image visible when the object is not selected, Option-click the red diamond next to the object.
- If you want a Keynote shape to move along the path sketched out by another shape, select the shape you want to use for the path and choose Arrange -> Send to Back. Then select both shapes and go to Format -> Shape -> Make motion path from shape.
- Keynote allows a combination of different action builds to animate opacity, position, rotation, and scale of objects in your slides (e.g., an object can rotate and fade away simultaneously). Select an object and open Build Inspector. Then click on the Action tab and select an appropriate effect. Click Add Action and select another effect, and later set the order of the effects in the Build Order window.

### Sharing

- If you want to export your Keynote slideshow in QuickTime format for use in another video project, you might choose the None option for the slide background. It makes the background transparent, and your slides and animations appear on the background of the video.